DGS RECORDS MANAGEMENT DIVISION

Schedule #2345

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 1 of 2

DEPARTMENT OF HEALTH AND MENTAL HYGIENE **DHMH RESIDENTIAL FACILITIES**

THIS SCHEDULE SUPERSEDES SCHEDULES 1421, 1421A, AND 1660.

	DESCRIPTION	RETENTION
1	Residents Master Records Series includes the resident's identification data, authority for admission, personal effects inventory, legal and administrative documents, psychological and medical	1a. Adult Residents - Retain for six (6) years after discharge and until all audit requirements are met, then destroy, unless categories below apply.
	records, consultation reports, education records, disciplinary notes, authorizations and consents, correspondence, includes both paper and electronic formats. See item 5 for financial records.	1b. Children /adolescent Residents-Retain for six (6) years after discharge, or until resident is twenty-one (21), whichever is longer, and until all audit requirements are met, then destroy unless category below applies.
	Medical records in this records series must be maintained in the original format unless otherwise noted.	1c. "Regulation D" Clients- medical records of clients in observation who are discharged or released before a hearing. Retain records for six (6) years or until individual is 21, whichever is longer and until all audit requirements are met, then destroy.
		Note: Medical records may be scanned or microfilmed six (6) years after resident is discharged. After copy verification, original paper records may be destroyed.
2	RESIDENTS MASTER INDEX (Card) includes resident name, address, birth date, resident ID number, admission and discharge dates, parent/guardian, etc.	2. Retain permanently. Transfer periodically to State Archives.
3	DEATH/DISCHARGE SUMMARY includes reason for admission, history, physical exam, significant findings, procedures performed, services rendered, progress during residency, discharge notes, condition on discharge, autopsy report, cause of death, and death certificate, as appropriate.	3. Retain permanently. Transfer periodically to State Archives.
APPR	OVED:(DHMH Official) DATE: MAY 2.4 2005	AUTHORIZED:(State Archives) DATE: JUL 1 1 2005
	ATURE: Moulle of Douding Moule Services See Gourdine, M.D., Deputy Secretary-Public Health Services	SIGNATURE: Signature of the state Archivist

DGS RECORDS MANAGEMENT DIVISION

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Page 2 of 2

DEPARTMENT OF HEALTH AND MENTAL HYGIENE **DHMH RESIDENTIAL FACILITIES**

DHMH RESIDENTIAL FACILITIES					
	DESCRIPTION	RETENTION			
4	INCIDENT REPORTS ON RESIDENTS - Accidents, altercations, allegations of abuse, unexplained injuries, etc.	4. Retain six (6) years after discharge or until resident is twenty-one (21), whichever is greater, and then destroy.			
5	Resident's Financial Records Series Including insurance information, social security application, Medicare information, Medicaid information, release of information forms, income eligibility and financial support forms, invoice/payment transaction history, financial agreements, etc.	5. Retain active records in office. Upon death or discharge, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy.			
6	Resident's Personal Funds Account Includes account deposit and withdrawal history, copy of periodic statements to patient/trustee, bank account information, Social Security information, power of attorney for financial matters, correspondence, etc.	6. Retain active records in office. Upon death or discharge, move to inactive, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy			

<u>DHMH Instructions</u> - Screen non-record materials and li separately. Type or print a separate inventory form for each Record Series identified. Each Record Series mus	STATE 7275	T OF GENERAL SERVICES RECORDS CENTER WATERLOO ROAD	AGENCY RECORDS INVENTORY					
also be listed on a Schedule. Forward all Records Inventory forms with the proposed Records Retention Schedule (DGS 550-1) to the DHMH Records Management Officer thru your Records Coordinator.	JESSU	P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1379		OF				
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DEPT OF HEALTH & MENTAL HYGIENE	Public	clealth	taci	1 1 '				
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